## **Gila County Community Development Department Planning and Zoning Division**

745 N Rose Mofford Way, Globe, AZ. 85501 608 E. Highway 260, Payson AZ. 85541 (928) 402-4223

### MINOR LAND DIVISION APPLICATION

Please read the instructions thoroughly before beginning application. Please provide proof of ownership if land was purchased or deeded within the last year. Return the application along with the MAP, ENDORSED SITE PLAN AND PROCESSING FEE of \$500 for two (2) lots, \$550 for three (3) lots, \$600 for four (4) lots and \$650 for five (5) lots to the Community Development Department office in Globe or Payson.

APPLICANT:		PHON	E:
OWNER(S):		PHONI	E:
MAILING ADDRESS:			
DECISTEDED I AND SUDVEY	OD.		
CERTIFICATE NUMBER	OK:	PHONE.	
MAILING ADDRESS:		THORE.	
LOCATION OF PARCEL:		ZONING: TOWNSHIP:RANGE:	
TAX ASSESSOR PARCEL NUM	SECTION:	TOWNSHIP:	RANGE:
TAX ASSESSOR FARCEL NUM	/IDEK:		_
PLEASE READ:			
persons acting in concert to attempt a parcel of land into six or more lo sell five (5) lots and keep one (1)	ot to avoid this sec ots or sell or lease ), you are subdivi c or a real estate a	tion or the subdivision six or more lots by us iding. If you have add uttorney. Please sign t	1-831, "It is unlawful for a person or group of laws of this state by acting in concert to divide ing a series of owners or conveyances." If you ditional questions, we suggest you contact the o acknowledge your understanding of this state
parcels of land, other than subdivi	ided land, shall fu operty, and the b	rnish a written affidav uyer shall acknowleds	o ARS§33-422, the SELLER of five (5) or fewer vit of disclosure to the buyer, at least seven (7) ge receipt of the affidavit. The SELLER shall recorded.
PROPERTY OWNER(S) SIGNA	ATURE:		
			Date:
Office Use Only:	^^^^^		
Date Application Submitted:		Staff:	
Approved to Record:		_ Denied:	
Date Recorded:		ROS:	
Fee Paid: Check No.:	Credit:	Cash:	Date:

Rev. 8-14-2020 sb

## SETBACK CERTIFICATION FOR MINOR LAND DIVISIONS

Division adheres to the setbacks required by	n on recording document and are approved by the
All parcels are vacant land. (Endorsed site	plan stating property is vacant is still required)
Property Owner	Date
Registered Land Surveyor as Agent for the Property Owner	 Date
This certification shall be attached to the Minor Land Divisio	n Application and placed in the designated parcel fil

Rev. 8-14-2020 sb

# GILA COUNTY SUBMITTAL REQUIREMENTS FOR MINOR LAND DIVISION APPLICATIONS

- 1. Your land division must meet the definition of a Minor Land Division per ARS 11-831. Division of one parcel of land into five or fewer lots, parcels or fractional interests, any of which is ten acres or smaller in size. As defined by State Law, division of one parcel into six or more parts is considered a subdivision and must meet Subdivision Regulation requirements. If you own an adjoining parcel or have previously sold land adjacent to your present property, this will be counted as a part of your land division in determining number of lots.
- 2. You will need to have the property's tax parcel number. Check with the Planning and Zoning Division to determine the zoning use district, density district, setbacks, and legal access requirements before having a registered land surveyor prepare your map. Submitted divided parcels which do not comply with Arizona State statutes, Arizona Department of Real Estate regulations, Arizona Department of Environmental Quality regulations, the Minor Land Division Ordinance of the County of Gila, the Gila County Zoning Ordinance, the Gila County Wastewater Ordinance, and legal access requirements will not be approved.

#### 3. The following information is required on the recording document.

- a. A legal description of the property consisting of section, township, and range, prepared by a qualified Registered Land Surveyor as established by the Arizona State Board of Technical Registration.
- b. A scaled plat drawn by a qualified Registered Land Surveyor as established by the Arizona State Board of Technical Registration showing the existing and proposed boundaries, access and utility easements (Utility easements must be at least eight (8') feet).
- c. Names, addresses, and telephone numbers of all parties of interest to the division.
- d. A description of access to the parcels proposed to be divided and method by which such access is to be granted. (Access easements must be at least 24 feet wide).
- e. The current zoning of the parcels proposed to be divided. Lots which do not meet minimum zoning and legal access requirements will not be approved.
- f. The plat must comply with State and County standards as outlined in the "Gila County Record of Survey-Minor Land Division Map Guidelines."
- g. The applicant provides a statement from a registered land surveyor or other evidence acceptable to the county, stating whether each lot, parcel or fractional interest has physical access that is traversable by a two-wheel drive passenger motor vehicle.
- i. Area and dimensions of all proposed lots, parcels or fractional interests.

A scaled site plan on blue-line or other reproduction showing the location of all; existing improvements and structures (wells, septic tanks, fences, etc.) showing setbacks and distances between structures, on both the remaining parcels and parcels to be created by the proposed division.

4. Your map must be prepared by a qualified Arizona Registrant as established by the Arizona State Board of Technical Registration. The map must comply with state and county standards. If you are mailing the information, please allow enough time for review. Have your surveyor send one copy of the completed map to the Community Development Department at 745 N. Rose Mofford Way, Globe AZ, 85501, along with a completed application that contains the property owner's original signature and the processing fee. DO NOT SEND THE ORIGINAL MYLAR COPY AT THIS TIME. The Planning and Zoning Division and Engineering Department will review the map for compliance. If corrections are needed, Planning and Zoning staff will notify your surveyor. When the map is approved, your surveyor will be notified to send the original Mylar map to the Gila County Community Development Department along with the appropriate fee. Check with the Gila County Recorder for current recording fees. Checks are to be made payable to the Gila County Recorder. The Planning and Zoning Division will submit the recording document and fee to the Recorders Office.

Please contact us at 928-402-4223 with any questions.